



New Jersey Housing and Mortgage Finance Agency

Online Internal Application How to Apply



The NJHMFA Human Resources Department
has made changes to the Internal Hiring Process.
This presentation will assist you in the
NEW Online Internal Application process.

The online application process will allow you to apply
by uploading your resume directly to the vacancy requisition posting.

All internal candidates **must** apply using this method in order to be
considered for a position.



BEFORE YOU BEGIN

Remember to update and include the following on your resume prior to uploading

Full Name
Preferred Telephone Contact Number
E-mail Address
Entire Employment History
Education History

Your profile could be considered incomplete or not qualified for the position if not up to date and complete!

Go to the NJHMFA Careers page and click on the Internal Applicants link

or

<http://ch.tbe.taleo.net/CH04/ats/careers/jobSearch.jsp?org=NEWJERSH2&cws=38>

Careers at HMFA

The HMFA is an equal opportunity employer and does not discriminate on the basis of race, religion, national origin, color, sex, sexual orientation, age, or disability in admission or access to the operation of its programs, services, activities or its employment practices. It is our intention that all qualified applicants be given equal opportunity and that selection decisions be based on job-related factors.

HMFA provides a comprehensive benefit program which includes the following: health, dental and prescription drug plans; vision care; deferred compensation plans; Public Employees' Retirement System (PERS); personal, sick and vacation days; tuition reimbursement and paid holidays.

INTERNAL APPLICANTS

If you are already a NJHMFA employee seeking new job opportunities, please click the [Internal Applicants](#) link to search for job openings.

EXTERNAL APPLICANTS

If you are an external job applicant, including former NJHMFA employees, please click the [External Applicant](#) link to search for open positions.

Residency in the State of New Jersey is required of all employees with an agency of the State in accordance with the New Jersey First Act, N.J.S.A. 52:14-7 (L. 2011, Chapter 70).

Search for Current Vacancy Requisition Postings



STATE OF NEW JERSEY NEW JERSEY HOUSING AND MORTGAGE FINANCE AGENCY

Search Current Employee Openings

Each job description includes a link for applying and submitting your resume to us online. This is the fastest and most reliable way to be considered for any of our positions.

There are currently a total of **9** open job(s).

Description Keywords:

Search

Type in keywords and click **Search** if you want to narrow your search for a particular posted vacancy.

Ex: Accounting

Previous Applicants

If you have previously applied to a position on our website, input your e-mail address and password below to login.

Email:

Password:

Login



If you do not remember your password [click here](#).

Previous Applicants can easily login by entering their information here

Select from the Current Vacancy Requisition Postings

Search Results

To be notified by email of new opportunities that match this search criteria set up a [Job Alert](#).

Your search found 9 matching job(s).  

[|<](#) [<<](#) 1-9 of 9 [>>](#) [>|](#)

[Title](#) ▲

[Administrative Assistant III](#)
[Architect I](#)
[Bond Analyst II](#)
[Closing Specialist](#)
[Credit Officer II](#)
[HHF Business Systems Analyst](#)
[Housing Management Officer III](#)
[Multifamily Loan Manager](#)
[Underwriting Supervisor](#)

[Location](#)

Headquarters
Headquarters
Headquarters
Headquarters
Headquarters
Headquarters
Headquarters
Headquarters
Headquarters

[|<](#) [<<](#) 1-9 of 9 [>>](#) [>|](#)

Take advantage
of the Job Alert
function!

Click on the Vacancy title
to open and view the job
posting.

View the Complete Vacancy Description & Apply Directly to the Vacancy Requisition Posting

This screen will
allow you to review
the complete
Notice of Vacancy
and minimum
requirements of
the position

Applicants new to
the Online Internal
Application
Process click here

Housing Management Officer III
Department: **Property Management**

Description

NOTICE OF VACANCY			
THE EXECUTIVE DIRECTOR OF THE NEW JERSEY HOUSING AND MORTGAGE FINANCE AGENCY INVITES APPLICATIONS FROM QUALIFIED CANDIDATES FOR THE FOLLOWING:			
Job Title:	Housing Management Officer III	Issue Date:	9/3/14
Salary Range:	12	Closing Date:	10/1/14
Division:	Property Management	Union Status:	Professional
FL Status:	Exempt	Employment Status:	Full Time
JOB DESCRIPTION			
Under supervision of an Asset Manager, conduct financial reviews of HMFA properties to determine compliance to established procedures and accounting policies. Document all variations to policy and/or operating budget. Follow up to ensure that variations are resolved or corrected. Review and analyze operating budget, Monthly/Quarterly Operating Reports, utility allowance studies and audited Financial Statement for each assigned development. Document findings and draft appropriate correspondence to owners and managers. Monitor and follow up on all requests for disbursements from operating and escrow funds. Perform annual physical and follow up inspections for each assigned development to ensure that appropriate management procedures have been instituted, which will result in efficient and proper maintenance of the development. Prepare reports; coordinate with other Divisions to assist the owner or manager of the development. Resolve any problems related to the operation of the development. Utilize the MTAS system for financial reports and comparisons. Participate in conferences and site meetings concerning the development. Draft internal and external correspondence concerning the developments. Review Management Agreements and Management Package documents and Attorney Agreements. Identify and resolve problems at "troubled projects", including management deficiencies, excessive vacancies, rent-up issues, escrow and debt service delinquencies. Perform annual Management Agent evaluations.			
MINIMUM REQUIREMENTS			
EDUCATION/EXPERIENCE: Four (4) year college degree; eight (8) years of related housing management experience; or an equivalent combination of education and experience that meets the required knowledge, skills and abilities.			
SKILLS: Knowledge of real estate property management procedures; Federal and New Jersey laws affecting multi-family dwellings; HUD occupancy requirements; New Jersey building and construction codes. Ability to communicate effectively, orally and in writing. Ability to maintain a positive work atmosphere that ensures cooperation with customers, peers, clients and management. Other requirements: some travel is required.			
Physical Demands/ Working Conditions Employees are required to walk the site of the developments; and access all areas of the developments, including boiler room and roof. General office environment combined with driving throughout the State, depending on the location of the developments			
Certificates & Licenses Required A valid driver's license in the state in which the person resides is required only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.			
BENEFITS			
HMFA provides a comprehensive benefit program which includes the following: health, dental and prescription drug plans; vision care; deferred compensation plans; Public Employees' Retirement System (PERS); personal, sick and vacation days; tuition reimbursement and paid holidays. Residency in the State of New Jersey is required of all employees with an agency of the State in accordance with the New Jersey First Act, N.J.S.A. 52:14-7 (L. 2011, Chapter 70).			
The NJHMFA is an Equal Opportunity Employer in compliance with all Federal. The NJHMFA is an Equal Opportunity Employer in compliance with all Federal, State and Local Regulations. NJHMFA provides equal employment opportunity to both individuals with veteran status and individuals with disabilities.			

[Apply for this Position](#)

[Send to a Friend](#)

Are you a returning applicant?

Previous Applicants:
Email:
Password:

[Add to My Jobs](#)

If you do not remember your password [click here](#).

[Back to Search Results](#)

Previous Applicants
Can easily login by
entering their information
here.

Tell a
Friend!

Applying to a Job Posting

Position: Housing Management Officer III
Location: Headquarters
Job Code: 12

To submit your application please complete the form below. Fields marked with a red asterisk * are required. When you have finished click **Submit** at the bottom of this form.

Email Registration

Your email address will be used as your login name allowing you to return to our website update your profile.

Email: *

Please create your password
Passwords must be at least six(6) characters

Password: *
Re-type new password: *

Resume Attachment

Save time by using your Resume or LinkedIn Profile to fill in many of the fields of this application form!

Select from the options below:

 [Upload resume](#)

 [LinkedIn Profile](#)

Your resume can be attached in any of the following formats: DOC, DOCX, RTF, PDF, TXT, HTML.

Attach resume:

* [Add Resume & Attachments](#)

Cover Letter

You can use the text area for a cover letter and any supplementary information you would like to provide about your career goals, availability, best references, etc.

Cover Letter:

Copy and Paste Cover Letter
in this section

1. Applicants new to the Online Application process

Create an applicant profile using their preferred email address and create a password

2. Select your preferred method to upload/submit your resume

Upload Resume
LinkedIn Profile
Attach resume
Or
Fill out the application directly

To save time select [Upload resume](#) or [LinkIn Profile](#) and it will auto fill the application form. Verify information uploaded completely

- ❖ The [Attach Resume](#) method will not auto fill the application form
- ❖ To auto fill the application form use the [Upload Resume](#) method
- ❖ To add additional documents, cover letter, certificates etc. click on the link "[Add Resume & Attachments](#)"

Uploading of Resume options



[Upload resume](#)

Option 1: Upload Resume

Browse and locate the file you want to attach and click **Attach**
Add Resume

You can use your resume to fill in the application form. Please browse to find your resume file that you would like to use. You will be able to make corrections on the application form. (Note: You can attach a total of up to 4MB of data. Your resume and all attachments combined must be less than 4MB)

Resume:



[LinkedIn Profile](#)

Option 2:

Follow the easy step by steps provided by LinkedIn

Option 3:

Browse and locate the additional document file(s) you want to attach and click **Attach**

Add Attachments

(Note: You can attach a total of up to 4MB of data. Your resume and all attachments combined must be less than 4MB)

Resume:

Attachment 1:

Description 1:

Attachment 2:

Description 2:

Attachment 3:

Description 3:

Attachment 4:

Description 4:

Attachment 5:

Description 5:

Attachment 6:

Description 6:

Option 4:

Apply with out using a resume by manually entering your resume information

[Add Resume & Attachments](#)

Application Fields

If you used the [Upload resume](#) option for your resume this information would have automatically filled in for you.

Please confirm all information was captured and is in the correct place.

If you used the [Add Resume and Attachments](#) you will need to enter this information in manually.

You can also manually enter this information in without uploading or attaching a resume.

You can add or remove Work History by clicking on the link

Personal Information

First Name: *
Last Name: *
Middle:
Phone #:
Mobile #:

Street Address:
City:
State/Territory:
ZIP/Postal code:
Country:

How did you hear about us?

Source: *
Other (Specify Source):

Additional Information

Work Authorization: *
Highest Education Level: *
Current Salary:

Employment History:

Title:
Company Name:
Date From:
Date To:
Reason For Leaving:
Final Rate Of Pay:

Responsibilities and Duties

Description:

[+ Add Another Work History](#) [- Remove Previous Work History](#)

Application Fields

Education:

Date From:

Date To:

School Name:

Degree

Achieved:

City:

State/Territory:

Date From:

Date To:

School Name:

Degree

Achieved:

City:

State/Territory:

Date From:

Date To:

School Name:

Degree

Achieved:

City:

State/Territory:

[+ Add Another Education](#)

Certificates/Licenses:

Certificate Name:

Year:

Issuing Body:

[+ Add Another Certificates And Licenses](#) [- Remove Previous Certificates And Licenses](#)

You Can add or
remove Education and
Certificates/Licenses
information by clicking
on the link(s) provided

Application Fields

Questions

1. Are you at least 18 years of age?
2. How did you learn about this position?
3. Are you a New Jersey resident? If not a New Jersey resident are you willing to relocate?

Once all required information has been uploaded or entered for your application you will be asked a series of required questions

❖ *Questions above are examples*

Voluntary Equal Opportunity Questionnaire

If you already work for us, your answer will not be used against you in any way. Because a person may become disabled at any time, we are required to ask all of our employees to update their information.

Please note: This is not mandatory to submit your application.

Voluntary Equal Opportunity Questionnaire

As an equal opportunity employer, we hire without consideration to race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, veteran status or disability. We invite you to complete the optional self-identification fields below used for compliance with government regulations and record-keeping guidelines.

Gender:

Race:

Veteran/Disability:
Disabled Veterans
Other Protected Veterans
Armed Forces Service Medal Veterans

Individual with disabilities:

Voluntary Self-Identification of Disability

Form CC-305
OMB Control Number 1250-0005
Expires 1/31/2017

Why are you being asked to complete this form?

Because we do business with the government, we must reach out to, hire, and provide equal opportunity to qualified people with disabilities. To help us measure how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for a job, any answer you give will be kept private and will not be used against you in any way.

If you already work for us, your answer will not be used against you in any way. Because a person may become disabled at any time, we are required to ask all of our employees to update their information every five years. You may voluntarily self-identify as having a disability on this form without fear of any punishment because you did not identify as having a disability earlier.

How do I know if I have a disability?

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition. Disabilities include, but are not limited to:

- | | | |
|------------|---------------------|---|
| •Blindness | •Cerebral palsy | •Multiple sclerosis (MS) |
| •Deafness | •HIV/AIDS | •Missing limbs or partially missing limbs |
| •Cancer | •Schizophrenia | •Post-traumatic stress disorder (PTSD) |
| •Diabetes | •Major depression | •Obsessive compulsive disorder |
| •Epilepsy | •Bipolar disorder | •Impairments requiring the use of a wheelchair |
| •Autism | •Muscular dystrophy | •Intellectual disability (previously called mental retardation) |

Please Select one of the options below :

Reasonable Accommodation Notice

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job or to perform your job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.

¹ Section 503 of the Rehabilitation Act of 1973, as amended. For more information about this form or the equal employment obligations of Federal contractors, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at www.dol.gov/ofccp.

PUBLIC BURDEN STATEMENT: According to the Paperwork Reduction Act of 1995 no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. This survey should take about 5 minutes to complete.

Candidate Sign Off

Disclosure

I understand that if I plan to engage in other business, political activities or employment while working for the NJHMFA, prior to approval will be necessary, as there may be restrictions in accordance with the N.J. Conflict of Interest Law and the Agency's Code of Ethics.


I certify that the information on the application is complete and accurate, to the best of my knowledge. I understand that any misleading or incorrect information may render this application void and be just cause for immediate dismissal. I understand that completion of this application does not constitute a contract of employment.

I further acknowledge that if I am employed by NJHMFA, my employment will be at-will and may be terminated with or without cause at anytime by NJHMFA.

I hereby give permission to the NJHMFA to contact any persons or companies named on this application

Type your name
and date in the
required fields and
click submit to
complete and
submit your online
application

Candidate
eSignature:
*

Candidate
eSignature 
Date:
Format:
M/D/YY *

Submit

By eSigning you certify the information you entered on the application is complete and accurate, to the best of your knowledge.

Online Application Submitted

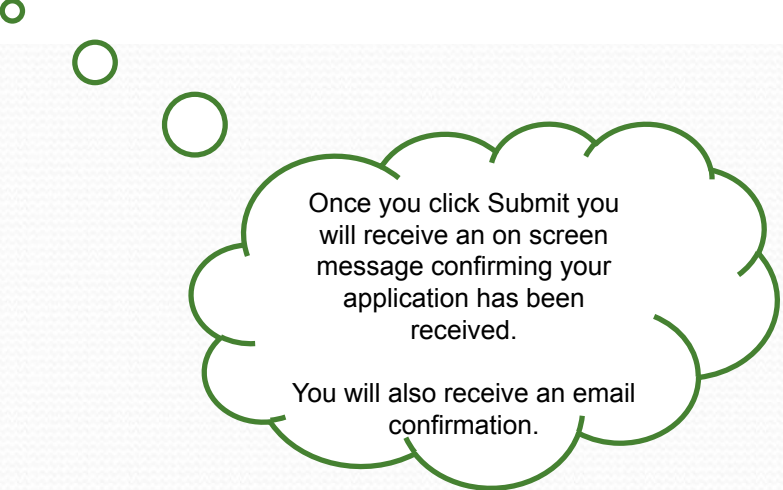
[New Search](#)

Thank You

Thank you for submitting your resume. We will review your qualifications and will contact you if there is a match with any of our current or future open positions.

Please record your password for your records. Using this password along with your email address, you can log in to the "Previous Applicants" section of our careers site anytime to update your contact information and resume, and apply to new openings.

[New Search](#)



Once you click Submit you
will receive an on screen
message confirming your
application has been
received.

You will also receive an email
confirmation.

*If you should have any questions or concerns regarding your online application or profile please feel free to contact the NJHMFA Human Resources Department at
(609) 278-7400*